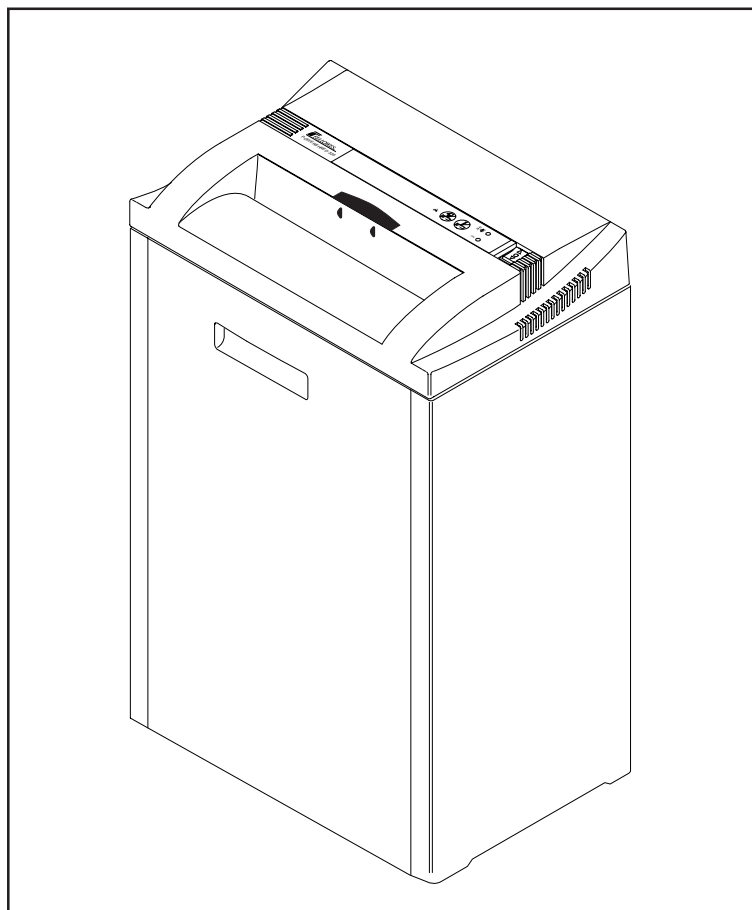




POWERSHRED®

OPERATING INSTRUCTIONS
NOTICE D'UTILISATION
MANUAL DEL PROPIETARIO
BETRIEBSANLEITUNG



120
120CC

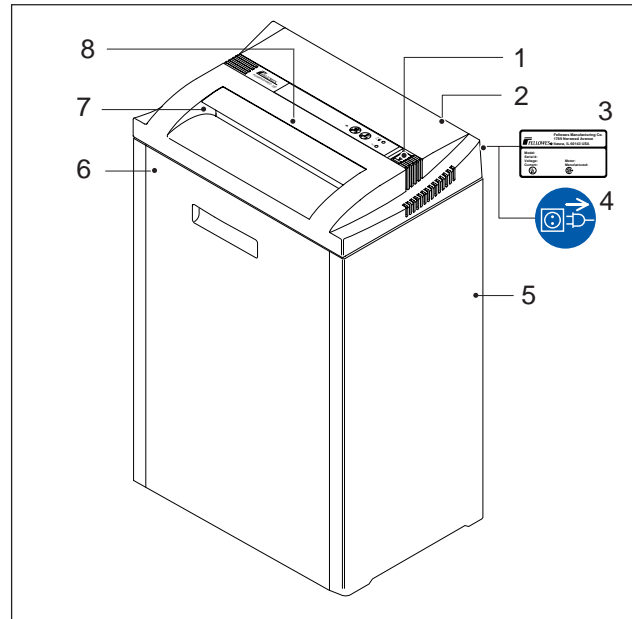
USA	Paper shredder Fellowes 120/120 CC	3 – 8
F	Déchiqueteuse Fellowes 120/120 CC	9 – 14
E	Destructora de documentos Fellowes 120/120 CC	15 – 20
D	Aktenvernichter Fellowes 120/120 CC	21 - 26

Contents	Page
1. Important Safety Instructions	4
2. Parts Identification	4
3. Caution	4
4. Technical Specifications	5
5. Supplies	6
6. Installation	6
7. Operation	6
8. Checklist for Inoperative Machine	7
9. Malfunctions	7
10. Maintenance	7
11. Warranty	8
12. Customer Service	8

1. Important Safety Instructions

1. Read all instructions before use.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product before cleaning. Clean with a damp cloth using a mild soap and water solution. (Do not use abrasives or petroleum products.)
5. Place this product as close as possible to power source for quick and easy unplugging.
6. Do not use this product near water.
7. This product should never be placed near or over a radiator or heat source.
8. Operate from the type power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local electric company.
9. Do not allow anything to rest on the power cord. Do not place this product where people may walk on the cord.
10. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amps.
11. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous live parts or other risks.
12. Unplug this product and refer servicing to qualified personnel under the following conditions:
 - A) When the power cord or plug is damaged or frayed.
 - B) If liquid has been spilled on the product.
 - C) If the product has been exposed to rain.
 - D) If the product does not operate normally when the operating instructions are followed.
 - E) If the product has been dropped or the casing has been damaged.
13. Keep out of reach of children.
14. This shredder should be operated only with an operator in attendance.

2. Parts Identification



1. Rocker switch
2. Cover
3. Serial label
4. Caution label
5. Cabinet
6. Waste container
7. Paper feed opening
8. Automatic start stop control

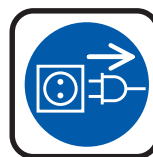
3. Caution



Never insert hand, fingers or any foreign objects into the feed opening.
Serious injury may result.



Keep all loose articles of clothing, ties, jewelry, long hair or other loose objects away from feed opening.
Injury may result.



Always turn off and unplug the machine before moving, servicing, cleaning or any other conduct other than normal operation.
Serious injury may result.

4. Technical Specifications

	Model 120	Model 120CC
Cutting style	Strip cut	Cross cut
Shred size	5/32" (3.9 mm)	5/32" x 1" (3.9 x 30 mm)
Security rating DIN 32757-1	2	3
Sheet capacity - 8-1/2" x 11" - 20 lb. A4, 70g/m ² (16 lb.)	12 14	8 10
Speed	20FPM (80 mm/s)	22FPM (90 mm/s)
Entry width	approx. 9 ³ / ₄ " (240 mm)	approx. 9 ³ / ₄ " (240 mm)
**Motor power	2/3 H.P. (270 W)	2/3 H.P. (270 W)
Input voltage (Depending on country)	100 V, 50 Hz 115V, 60 Hz 220/240V, 50 Hz	100 V, 50 Hz 115V, 60 Hz 220/240V, 50 Hz
Dimensions	14 ³ / ₄ " x 10" x 21 ¹ / ₂ " (375 x 250 x 550 mm)	
Weight	24 ¹ / ₄ lbs. (11 kg)	
Waste container volume	7.6 gallons (29 liters)	
Noise level	53 dB in idle – 59 - 63 dB under load	

*Paper DIN 19307 SM 4a – 70

** for the maximum number of sheets

5. Supplies

- Bags for cut material
(Packed in dispenser carton, 50 or 100 bags to a roll depending on size. For bag information, see label on inside of the waste container. If label is missing, contact Fellowes or your local Fellowes dealer for the stock number of the bag that fits your machine.)
- Cutting block oil for cross-cut units
Stock # 35250.

6. Installation

- The paper shredder is supplied ready for operation.
- Operate this product only from the type of power source indicated on the marking label.
- Install the paper shredder so that the plug is easily accessible.
- Shredder must be operated in upright position only.
- Set up paper shredder so that the ventilation slots are unobstructed. To ensure sufficient ventilation of the shredder a minimum distance of 4" (10 cm) to the wall or to the furniture must be maintained.

Switching equipment ON



- Press rocker switch to pos. (1)
 - Controller switch locks in "on" position.
 - Equipment is ready for operation (standby).
- Feed paper
 - The shredding process is started by automatic start stop control in the paper feed opening. Insert paper and shredding begins automatically.
 - When the shredding is complete, the cutting system automatically stops after approx. 3 seconds.

Switching equipment OFF



- Press rocker switch to pos. (3)
 - switch resets to center position and stops the cutting system.

7. Operation



Read operating instructions **before** operating the shredder.



Insert plug in power outlet.

To avoid motor overload, the paper shredders may cut out automatically after approx. 20 minutes of continuous operation.

8. Checklist for Inoperative Machine

If the equipment does not work properly, please check the following points first:

- Is the plug inserted ?
- Is the switch turned on ?
- Is waste container pushed in properly ?
- Is waste container full ?
Empty container
- Is there a paper jam in the shredder ?
See Malfunctions
- Is the motor overheated ?
Switch machine off and allow motor to cool down for approximately 15–20 min.

If none of the above applies and the equipment still does not run, please contact the appropriate customer service department.

9. Malfunctions

Paper jam



- Press rocker switch to center position (2) to stop the cutting system.



- Press and hold down rocker switch in pos. (3) to reverse the cutting system and back out jammed material (paper is pushed out)

Caution!



Do not press rocker switch alternately forwards/backwards in pos. (1 and 3)

- Remove excess paper.



- Return switch to pos. (1) and continue shredding in smaller quantities so as not to jam the machine further.

Door contact interrupted



- Paper shredder switches off automatically. Press rocker switch to center (2) position.
- Check whether cut material container is properly pushed into bottom frame.



- Return switch to "on" position (1) and continue shredding.

Cut material container full



- Paper shredder switches off automatically.
- Press rocker switch to center (2) position.

- Empty cut material container or exchange cut material bag.



- Return switch to "on" position (1) and continue shredding.

10. Maintenance

(Cross cut unit only)

- When tearing capacity drops or the noise increases:
- Spray special cutting block oil onto cutting system.



- Run cutting system forward (1) and backward (3) several times without feeding paper.

- Continue shredding.

11. Warranty

FELLOWES® POWERSHRED LIMITED WARRANTY

1 year on all parts and labor
5 years parts and labor on cutting cylinders

Fellowes® warrants this product to be free from defects in material and workmanship for a period of one year from the date of purchase by the original consumer. At its option, Fellowes® will repair or replace without charge for material or labor, any component found to be defective during the warranty period. Additionally, the cutting cylinders are warranted for 5 years from the original purchase date and will be replaced without charge for material or labor if found by Fellowes® to be defective.

Warranty Exclusions

The parties agree that the buyer's sole and exclusive remedy against Fellowes® shall be for the repair or replacement of defective parts as provided herein. The buyer agrees that no other remedy (including, but not limited to, incidental or consequential damages for lost profits, lost sales, injury to property or any other incidental or consequential loss) shall be available to him. This warranty shall NOT apply and is void under the following circumstances:

1. When this product or any part thereof has been subjected to accident, alteration, abuse, or misuse.
2. When the original Model and Serial Number Plate has been altered, effaced or removed.
3. When repair or service covered under this warranty (other than routine maintenance (as described in the *Owner's Manual*) has been performed by personnel without the express written consent of Fellowes®.
4. When the product has been used pursuant to any verbal or written rental, lease or loan agreement.

THIS WARRANTY DESCRIBED HEREIN SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ANY REPRESENTATIONS OR PROMISES INCONSISTENT WITH OR IN ADDITION TO THIS WARRANTY ARE UNAUTHORIZED AND SHALL NOT BE BINDING UPON FELLOWES.

12. Customer Service

United States

Fellowes Manufacturing Co.
1789 Norwood Avenue
Itasca, IL 60143
Tel.: 1-800-955-0959

Canada

Fellowes Manufacturing of Canada Ltd.
2750 John Street
Markham, Ontario L3R 2W4
Tel.: 1-800-665-4339

United Kingdom

Fellowes Manufacturing UK Ltd.
Doncaster Road
Kirk Sandall
Doncaster, South Yorkshire DN3 1HT
Tel.: 01302-885 331

Australia

Fellowes Manufacturing (Australia) Pty.Ltd.
10 Fellowes Court
Tullamarine, Victoria 3043
Tel.: (03) 9330-3211 in Melbourne
1-800-331-177 outside Melbourne

Nederland

Fellowes
P.O. Box 180
4130 Ed Vianen
Nederland
Tel.: 0347-377988

Germany

Fellowes GmbH
Dieselstraße 27
D-30827 Garbsen
Tel.: 05131-49770

France

Fellowes Lynx S.A.
194 allée de la Croix des Hormes
69250 Montanay
Tel.: 33-72-08-25-50